Publishing Your Welcome Video to the *Intro Video Showcase* channel

**DeakinAir**
Prepared by the Deakin Learning Futures, Learning Environments team

### Publishing your Media

1. **Login** to the DeakinAir web site - [video.deakin.edu.au](http://video.deakin.edu.au)

2. Select *My Media* from the drop down menu.

3. Locate the item you wish to publish and tick the check-box on the left.

4. From the *Actions* menu on the upper right select **Publish**

5. Now check *Published* - Media page will be visible to individuals according to entitlements on published destinations

6. If any of the required metadata has not been completed your will receive the following alert:

   **Complete all the required fields and save the entry before you can select to publish it to categories or channels.**

7. You will need to use the **Edit** link in that alert to open the media entry and update the metadata. See below, “Provide the required metadata” for more information.

   **If there is no alert, proceed with publishing your video**
8. Next click on the *Publish in Channel* tab

9. Browse to *Intro Video Showcase* channel and tick the check-box

**OR**

Enter *Intro Video Showcase* in the search box

10. ... Click on the *Save* button

11. The message “*Pending in 1 Channels: Intro Video Showcase*” is displayed.

This channel is *moderated*, meaning that your submission will have to be approved before it is visible to others.

12. You can also check the *Pending* status of your published video in *My Media*.

**Provide the required metadata**

Before your media can be published to a *Channel* or *Category*, metadata is required. For more help with this see the *Adding Content to DeakinAir* guide

**Further resources**

For more help, TeachAssist have created a suite of video tutorials for the updated DeakinAir platform, related to this guide are the following:

- Accessing My Media, see the [DeakinAir: view a video in My Media](#) tutorial
- Complete the required information, see the [DeakinAir: upload a video and enter metadata](#) tutorial
- More information about channels, see the [DeakinAir: creating and managing channels](#) tutorial

**IF YOU REQUIRE ASSISTANCE PLEASE CONTACT TEACHASSIST ON PH. X78597 OR TEACHASSIST@DEAKIN.EDU.AU**